



# The Police Commission

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## CITY AND COUNTY OF SAN FRANCISCO

February 11, 2022

Chief William Scott  
Chief of Police

Dear Chief Scott:

At the meeting of the Police Commission on Wednesday, February 9, 2022, the following resolution was adopted:

### **RESOLUTION 22-25**

### **ADOPTION OF REVISED DEPARTMENT GENERAL ORDER 3.01, "DEPARTMENT WRITTEN DIRECTIVES"**

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RESOLVED, that the Police Commission hereby adopts revised Department General Order 3.01, "Department Written Directives."

AYES: Commissioners Cohen, Elias, Hamasaki, Yee, Byrne, Carter-Oberstone, Yanez

Very truly yours,

A blue ink signature of Sergeant Stacy Youngblood, written in a cursive style, is positioned above the typed name.

Sergeant Stacy Youngblood  
Secretary  
San Francisco Police Commission

1211/rct

cc: Captain N. Rainsford/PSPP  
Gloria Rosalejos/Written Directives

MALIA COHEN  
President

CINDY ELIAS  
Vice President

JOHN HAMASAKI  
Commissioner

LARRY YEE  
Commissioner

JAMES BYRNE  
Commissioner

MAX CARTER-OBERSTONE  
Commissioner

JESUS YANEZ  
Commissioner

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Sergeant Stacy Youngblood  
Secretary

## **DEPARTMENT WRITTEN DIRECTIVES**

### **3.01.01**

#### **PURPOSE**

This General Order describes the different types of written directives mandated by the San Francisco Police Department (Department). It establishes a development process for the creation, evaluation, approval, and maintenance of written directives within the Department and delineates responsibilities for the written directives process. The Department's Written Directives Unit (WDU) shall be responsible for facilitating and publishing written directives covered in this general order.

### **3.01.02**

#### **POLICY**

Policies provide a guide to members and ensure consistency with the vision, mission, and goals of the Department. It is the Department's policy to provide the highest level of service to all community members. The Department shall issue written directives that encompass best practices and ensure the rights of individuals as defined in the United States Constitution, federal, state, and local laws.

### **3.01.03**

#### **DEFINITIONS & TERMS**

<b>WRITTEN DIRECTIVE</b>	<b>DESCRIPTION</b>
3.01.04 DEPARTMENT GENERAL ORDERS ("DGO")	<ul style="list-style-type: none"><li>• The Department's most authoritative and permanent directives.</li><li>• A guiding policy used to set the direction of the organization that is consistent with legal requirements and the overall objectives of the City and County.</li><li>• Include definitions and procedural outlines relevant to, and enforceable upon, the entire Department.</li><li>• Per SF Charter Section 4.102 these policies are set and adopted by the Police Commission at a public hearing.</li><li>• Reviewed and updated as necessary; every one (1), three (3), or five (5) years depending on a tiered system of priority.</li></ul>
3.01.05 MANUALS	<ul style="list-style-type: none"><li>• A document that details protocols and procedures of the Department's daily operations.</li><li>• Pertain to the entire Department unless narrower applicability is specifically noted in the body of the Manual.</li><li>• Shall comply with related Police Commission-adopted DGOs.</li><li>• Updated no later than every five (5) years.</li></ul>
3.01.06 DEPARTMENT NOTICES ("DN")	<ul style="list-style-type: none"><li>• Department-wide announcements regarding administrative matters, legal updates, or policy or operational changes that are immediately effective. However, DNs that are within the scope of representation are effective upon the completion of the meet-and-confer process.</li><li>• If a DN pertains to a DGO, the DGO shall be updated with the contents of the DN during the designated DGO revision timelines.</li></ul>

	<ul style="list-style-type: none"> <li>• DN's shall not be used to amend, substantively change, or contradict DGOs.</li> <li>• There shall be a designated expiration date not to exceed three (3) years.</li> </ul>
3.01.07 BUREAU ORDERS	<ul style="list-style-type: none"> <li>• Directives that apply to operations within specific bureaus issued by the Deputy Chief of the bureau affected.</li> <li>• Updates determined by the Deputy Chief, no longer than every five (5) years.</li> </ul>
3.01.08 UNIT ORDERS	<ul style="list-style-type: none"> <li>• Directives that apply to specific unit operations issued by the Commanding Officer or Officer-in-Charge of the unit.</li> <li>• Unit protocols and procedures that ensure consistency in practice and advancement of organizational goals.</li> <li>• Updates determined by Officer-in-Charge, no longer than every five (5) years.</li> </ul>
3.01.09 DEPARTMENT FORMS	<ul style="list-style-type: none"> <li>• Department Forms standardize the communication of information relevant to Department operations.</li> <li>• Forms may be for internal or external use.</li> <li>• Updated as needed.</li> </ul>
3.01.10 MEMORANDA OF UNDERSTANDING	<ul style="list-style-type: none"> <li>• Formal agreements between two or more parties that outline purpose of agreement, terms, details, and responsibilities of each party.</li> <li>• May involve the Department and other City agencies or external parties.</li> <li>• Expiration date listed within each MOU.</li> </ul>

- A. **General Order Review List.** This document provides an annual plan for the regular review of Department General Orders (DGOs). The list is proposed by the Chief of Police and approved by the Police Commission President. Deviations from the list may be necessary to respond to California Department of Justice recommendations, community concerns, and public safety priorities. The list requires approval of the Police Commission President.

The DGO revision process will be completed routinely in accordance with a tiered system. General Orders will be designated as follows:

- "Tier 1" are high priority shall be reviewed annually and updated as necessary.
- "Tier 2" are medium priority shall be reviewed every three (3) years and updated as necessary.
- "Tier 3" are lowest priority and shall be reviewed every (5) years and updated as necessary.

- B. **Recommendation Grid.** A spreadsheet that tracks the review process and work of the team tasked to update a specific DGO. At a minimum, the spreadsheet should list suggested edits and include fields for detailing each edit, date received, Departmental responses and



explanations, and whether the edit has been addressed or is the subject of ongoing discussion. Recommendation grids may be submitted by DPA, a Department Community Policy Working Group, or other external individuals/organizations involved in the production of a written directive.

- C. **Community Policy Working Group; Working Group List.** Department Community Policy Working Groups are convened by the Department to gather input from community members about specific written directives, usually General Orders or Department Manuals. After the issuance of the annual Department General Order Review List as described in 3.01.03.A, the Police Commission, at a public meeting where it solicits input from the Department and DPA, determines which DGOs from the list will require community feedback. The Department will convene the working group unless the Commission elects to convene independently. The Department may hold working groups aside from those mandated by the Police Commission.
- D. **Drafts.**
1. **SME Draft.** The initial draft as developed in Stage I of the DGO development process, or in the initial phase of Manual development. Developed in advance of Community Policy Working Group input.
  2. **Concurrence Draft.** A more developed version of a SME draft developed in Stage II of the DGO development process, this draft incorporates working group feedback and all DPA recommendations. This draft is considered in concurrence.
  3. **Commission Submission Draft.** The final, post-concurrence draft of a new or amended DGO that has been approved by the Chief of Police. In addition to a comparison version outlining changes from the original, the Commission Submission Draft must also be accompanied by completed recommendation grids from DPA, community policy working groups, members of the public, the Department through the thirty (30) day public review process, and any other stakeholders involved in the drafting process.
- E. **Business Days.** Timelines in this document are stated in business days, defined as weekdays, not including federal and City holidays.

### 3.01.04

#### DEPARTMENT GENERAL ORDERS

DGOs remain in effect until amended, superseded, or rescinded by the Police Commission. On an annual basis, the Police Commission shall determine which General Order(s) are subject to Department Community Policy Working Groups as described in 3.01.04.F.

A. **Initiation and Amendment of General Orders.**

A DGO may be initiated or amended under the following circumstances:

1. At the direction of the Police Commission as a whole or the President of the Commission, acting independently or through an assigned Commissioner.
2. At the recommendation of DPA through the Police Commission. DPA shall give the Chief of Police ten (10) business days' notice before submitting a proposed DGO to the Police Commission.
3. At the recommendation of the DPA through the Chief of Police if relating to the Serious



- Incident Review Board, Firearm Discharge Review Board or Disciplinary Review Board.
4. At the direction of the Chief of Police:
    - a. When a Department member or professional staff requests a new General Order or identifies the need for an amendment and submits the recommendation on a memorandum to their Commanding Officer. The memo, regardless of Commanding Officer approval, shall be forwarded to the Chief of Police for review.
    - b. When required based on changes in the law, training, stakeholder feedback, emerging trends, academic research, or other criteria that justifies policy changes.
    - c. Per the annual General Order Review list, as approved by the Commission President.

**B. Regular Updates of Existing General Orders.**

General Orders shall be reviewed and updated as necessary every one (1), three (3), or five (5) years. Annually, the Chief of Police or designee shall propose a General Order Review list, including General Orders that may require consolidation or rescinding, to the Police Commission President for approval. This shall occur no less than once a year. If the Department, in consultation with DPA and the Police Commission, reviews a DGO and determines that it does not need to be updated, WDU shall document that fact. A copy of the list shall be sent to each Police Commissioner and to the Department of Police Accountability (DPA) to solicit policy recommendations on each order approved for review. This list sets the minimum expectation for DGOs that shall be reviewed in the calendar year. Changes to the annual list require approval of the Commission President.

**C. General Order Development Process.**

**1. Stage I – SME Draft Development.**

- a. The Chief will notify the Commanding professional staff or Commanding Officer of the bureau that oversees WDU upon the initiation of a DGO amendment or new DGO. The Commanding professional staff or Commanding Officer shall facilitate the DGO process through the WDU.
- b. WDU will notify the affected Assistant Chief, Deputy Chief, professional staff, and DPA.
- c. The affected Deputy Chief or professional staff shall assign an SME and shall determine the development timeline, not to exceed ninety (90) business days, unless the DGO is assigned to a Commission-mandated Department Community Working Group. If a Commission-mandated Department Community Working Group requires additional time beyond ninety (90) days, the Department will communicate the adjusted timeline to DPA, the Police Commission, and WDU for tracking purposes.
- d. The SME is authorized to discuss the DGO with DPA. The SME shall inform WDU of any agreements made between the SME and DPA and any materials provided to DPA.
- e. The affected Deputy Chief or Chief's designee will accept an initial DPA policy recommendation grid for an amended DGO within twenty (20) business days of notification. The affected Deputy Chief or Chief's designee shall notify and provide updates to WDU for tracking purposes.

- f. The affected Deputy Chief or Chief's designee will confer with the SME to determine which of DPA's recommendations, if any, will be included in the SME draft.
- g. The affected Deputy Chief or Chief's designee and SME will provide a response to the DPA's recommendations via the recommendation grid within twenty (20) business days of receipt.
- h. The affected Deputy Chief or Chief's designee will assign a member, sworn or professional staff, to initiate the drafting of the DGO or amendment by incorporating existing Department Bulletins, Notices, local, state, or federal law changes, community needs, accepted DPA recommendations, and Department identified policy goals, as appropriate and through research of other law enforcement agency best practices. If the assigned member, sworn or professional staff is someone other than the SME, this initial draft shall be sent to the SME for review and revision.
- i. If required, the Department Community Policy Working Group shall convene. Working groups shall produce a recommendation grid that the SME shall consult in preparation of the final SME draft. The Department shall log responses to all community recommendations, and the grid shall be submitted alongside the SME draft and through the remainder of the development process.
- j. Upon Deputy Chief or professional staff approval, the SME shall send the SME draft to WDU to initiate Stage II.

**2. Stage II – Concurrence Draft Development.**

- a. Within five (5) business days of receiving SME draft in accordance with 3.01.04 (C)(2)(j), WDU shall send to DPA for review and notify the Police Commission office of the commencement of Stage II.
- b. DPA has twenty (20) business days to provide its policy recommendations regarding the SME draft via a pre-existing or new recommendation grid.
- c. Upon receipt, WDU shall consolidate DPA grids, as needed, and forward one consolidated DPA recommendation grid to the assigned affected Deputy Chief.
- d. The affected Deputy Chief or designee will confer with the SME to determine which recommendations, if any, will be included in the concurrence draft. Within twenty (20) days, the affected Deputy Chief will submit a concurrence draft and responses to DPA recommendations to WDU.
- e. Upon receipt, the WDU will provide the completed recommendation grid to DPA.
- f. Within ten (10) days, the WDU will provide the concurrence draft to all parties identified in Section 3.01.04 (E). Parties shall have at least five (5) days to review before meeting as part of concurrence process.

**3. Commission-led Draft Development**

As an alternative to the process set forth in 3.01.04(C)(1-2), Commission-initiated General Orders, pursuant to 3.01.04(A)(1) and San Francisco City Charter Section 4.109, may be drafted and adopted in the following manner. The Commission may draft a proposed General Order in the first instance and shall issue its proposed General Order to the following individuals and groups, who may review the proposed General Order and provide comment to the Commission:



1. Chief of Police or designee
2. Department of Police Accountability
3. Members of the public

The Commission shall, in its discretion, set a deadline by which any responsive comments must be received by the Commission in order to be considered. The Commission may revise the proposed General Order in response to any received comments. The Commission may adopt the proposed General Order after a public hearing.

Before the DGO is adopted, the Commission may provide the Commission-initiated DGO to the Department. The Department shall post the draft policy on the SFPD website and will provide members of the public and Department members thirty (30) business days to submit recommendations. At the end of the public comment period, the Department shall send all public comments to DPA and the Commission for review and consideration.

Commission-initiated DGOs developed under this section are exempt from Simultaneous Concurrence set forth in 3.01.04.E.

**D. Public Review Process.**

Prior to submitting a draft to Simultaneous Concurrence, the Department shall post the draft policy on the Department's website and will provide members of the public and Department members thirty (30) business days to submit recommendations. The Department will provide DPA with a copy of the original recommendations and shall input all public comments into a recommendation grid. The Department shall submit reference copies to the Police Commission upon completing the final DGO draft. The Department and DPA will jointly prepare a public response, which shall be posted on the Department's website, outlining the recommendations included and not included in the DGO draft submitted to the Police Commission. The public review process shall not apply to DGOs that are expedited under 3.01.04.H.

**E. Simultaneous Concurrence - General Orders**

Simultaneous Concurrence is a process that involves meetings among the Department and DPA representatives. This process provides all parties an opportunity to openly discuss any new or revised DGO and reach final decisions on policy recommendations, legal mandates, operational capability, budgetary constraints, and potential need for additional supporting materials.

WDU shall be responsible for scheduling simultaneous concurrence with the Chief of Police, Assistant Chiefs, concerned Deputy Chiefs, concerned Director(s), Deputy Director(s), City Attorney, and the Executive Director of DPA or designees. WDU shall track all substantive edits resulting from simultaneous concurrence discussions and agreements.

Simultaneous Concurrence shall not exceed forty (40) business days for any DGO. Final approval for any changes shall be determined by the Chief of Police before submission to the Police Commission.

Within five (5) business days after the conclusion of a simultaneous concurrence, the Executive Director of DPA may request a meeting with the Chief of Police to discuss substantive changes where there is disagreement on final decisions during the concurrence meetings. Final approval for any changes shall be determined by the Chief of Police before Police Commission submission.

**F. Submission of Final Draft to the Police Commission**

WDU is responsible for capturing and consolidating all substantive edits decided in the concurrence process and non-substantive formatting edits in the draft DGO. Upon Chief of Police approval, and within five (5) business days of receipt from the Chief's Office, WDU shall submit the draft to the Commission Office for distribution and Police Commission calendaring and to the Executive Director of DPA:

- a. One unmarked copy of DGO.
- b. For amended DGOs, a document comparing the previous version of the DGO to the proposed version, which includes authorship of recommended changes.
- c. A completed recommendation grid containing all DPA and other working group feedback, including recommendations that the Department did not accept. DPA may also separately submit materials to the Commission in support of their recommendations, even if the Department did not agree. DPA shall copy the Chief of Police on its submissions to the Commission.
- d. A separate recommendations grid of all recommendations submitted through the thirty (30)-day public review process as set forth in section 3.01.04.D, including recommendations not accepted.
- e. The Department and DPA's response to the public review process outlining the recommendations included and not included.

The Commission office will only accept DGO submission packets that include the above-listed elements.

**G. Department Community Policy Working Groups**

Department Community Policy Working Groups convene as part of the DGO review process and are established at the direction of the Police Commission or the Chief of Police. The goal of these working groups is to gain a balanced perspective from internal and external stakeholders before updating Department policies. The Department shall assign designees to manage the working groups. The working group shall meet over a maximum period of one hundred and twenty (120) business days.

After seeking input from DPA, the Chief of Police shall issue a Directive on Community Working Groups that establishes working group protocols, applicable codes of conduct, and provides guidance on selecting working group participants. The Chief's Directive on Working Groups must be approved by the Police Commission.

The Department shall invite DPA to participate as a working group member on all community working groups. If DPA accepts the invitation and participates in the working group, the DPA forgoes involvement in Stage II of the DGO development process (3.01.04 (C)(2)(a-f)).



The Department shall provide DPA, the Police Commission, and all community policy working group members with quarterly updates on the status of the draft, which shall include a summary of any and all substantive changes, until the DGO is published.

Department Community Policy Working Groups or working groups led by the Police Commission are the only working groups from which the Department will accept policy recommendations.

#### **H. Expedited Development Process**

In exceptional circumstances, the Police Commission or Commission President may require the expedited initiation or amendment of a DGO; the Chief of Police may expedite if in agreement with the President of the Police Commission. Unless the process is approved by the full Commission at its outset, the party or parties requesting an expedited process must brief the Commission regarding the reasons for the decision at the body's next meeting.

- a. Upon the initiation of expedited process by the Commission, Commission President, or the Chief of Police, the Chief of Police shall designate a professional staff or sworn member to coordinate the drafting of the amendment or new DGO with DPA, which shall include meeting with DPA and the Police Commission designee, if assigned by the Police Commission President.
- b. Proposed revisions will be captured in a draft document that will then undergo review by the Chief of Police, DPA Executive Director, and Police Commission President or their designee. All changes and authorship will be captured in the draft document.
- c. Upon approval by the Chief of Police, a draft will be submitted to the Police Commission Office for public consideration.
- d. Finalization of the DGO drafting shall take no more thirty (30) business days, or less if set forth by the Commission President.
- e. Use of the expedited process shall be considered on a case-by-case basis but should not be employed for any more than one (1) out of ten (10) DGO updates per year.

#### **I. Extension Requests**

Each step of the process outlined in DGO 3.01 shall be followed. Any extension request by the Department shall be documented, including the good cause reason for the extension, and submitted in writing to the Police Commission President. The Department shall copy the Executive Director of DPA on all extension requests. DPA extension requests shall be submitted in writing to the Police Commission President including the good cause reason for the extension. DPA shall copy the Chief of Police and WDU on all extension requests. Any dispute over good cause shall be resolved by the President of Commission, the Chief of Police, and Executive Director of DPA, acting jointly. The Police Commission President is the final authority for dispute resolution.

If the Commission denies an extension request, the requesting department will have twenty (20) business days from the date of denial to complete the tasks in the development phase. If the tasks are not completed within twenty (20) business days, the Commission President shall designate a Commissioner to oversee the DGO's development timeline until publication and arbitrate any disagreements.

### **3.01.05**

#### **MANUALS**

##### **A. Initiation and Development of a Manual**

Manuals are approved by the Police Commission or, if containing procedural information restricted from public disclosure, by the Chief of Police. The list of Manuals restricted from public disclosure is subject to approval by the President of the Police Commission or designee and will be maintained by WDU and shared with DPA. Manuals are applicable to the entire Department unless otherwise specified within the document. When feasible, manuals should be updated with the corresponding DGO.

1. Manuals are initiated by the Chief of Police, Assistant Chief or Deputy Chief of the affected bureau or division. At the direction of the Police Commission, these parties may initiate based on DPA recommendations.
2. The respective Deputy Chief shall determine the Manual development timeline, not to exceed 120 business days. This timeline will be communicated to WDU.
3. The affected Deputy Chief will assign a member or professional staff to work with an assigned SME to initiate an SME draft by incorporating existing procedures, best practices, consideration of outside law enforcement agency practices, tactical operations, approved DGO guidelines, training documents, and identified policy goals of DPA and the Department, as appropriate, and ensure documented procedures do not conflict with other existing policies.
4. Upon Deputy Chief approval, the SME shall send the updated draft to WDU and follow the guidance for Stage II of the development process as outlined in 3.01.04.(C)(2). If the Department determines that a Manual will only be applicable to a subset of members, DPA's opinion on the matter must be obtained and memorialized through the recommendation grid process. The Police Commission makes final determinations regarding applicability proposals.
5. WDU will review the draft Manual to ensure it meets the approved style guide, and that accepted recommendations and edits are captured before providing the Manual to all parties included in simultaneous concurrence. Parties shall have a period of 30 business days to review before meeting as part of the concurrence process.

##### **B. Simultaneous Concurrence-Manuals**

Manuals follow the same concurrence process as DGOs, please see section 3.01.04(D). Unless the Manual contains restricted information, it shall be approved by the Police Commission in accordance with DGO 3.01.04(F). WDU will track the agreements and revise the Manual and will obtain approval from affected Deputy Chief, Assistant Chief and Chief of Police before publishing on the Department Intranet and distributing to members.



### **3.01.06**

#### **DEPARTMENT NOTICES (DN)**

##### **A. Initiation and Drafting of a Notice**

Any member or professional staff may draft a DN and send it through their chain of command for approval. If the subject of the DN falls into the following categories, the member or professional staff who drafts the DN (the SME) shall consult with DPA and notify WDU during the drafting process:

- Fourth Amendment issues
- Bias and Bias-Free Policing
- Body-Worn Cameras
- Rights of Onlookers
- Issues arising from disciplinary complaints

If disagreements persist between the SME and the DPA, the draft DN shall be entered into concurrence along with a DPA recommendation grid outlining areas of dispute. In exceptional circumstances where it is necessary to protect the health or safety of Department members or the public, the Chief of Police may issue a DN related to the above categories without DPA review. After the fact, the Chief of Police shall provide a written explanation to the Police Commission and DPA.

A DN shall be used to announce a DGO amendment only if the DGO amendment followed processes set forth in Section 3.01.04 of this order. The amended or new DGO shall be attached to the DN when issued to members. Any DN that is still applicable or necessary after the three-year expiration shall be reviewed and updated as necessary and reissued by the WDU.

##### **B. Concurrence – Department Notices**

DN concurrence involves a web-based platform, which is used to route draft DNs to concerned members of command staff for review. DN concurrence is initiated by WDU upon the SME's submission of the draft DN. Concurrence may include concerned Assistant Chiefs, Deputy Chiefs, City Attorney or, if addressing DPA-involved categories, DPA (which retains the right to document its recommendations and submit to the Police Commission). The draft DN will be sent through the web-based platform to each identified member or professional staff consecutively. DNs will advance in the web-based concurrence process after (5) five business days. WDU shall send post-concurrence draft DNs addressing DPA-involved categories to DPA prior to publication. DN's are approved by the Chief of Police.

### **3.01.07**

#### **BUREAU ORDERS**

Bureau Orders contain directives issued by the Bureau Commanding Officer or Commanding Professional Staff. Bureau Orders are directives that apply to specific operations within their bureaus.

**A. Initiation and Amendment of Bureau Orders**

Any member or professional staff in a particular Bureau may request the initiation or amendment of a Bureau Order by submitting a memorandum through the chain of command to the Bureau Commanding Officer or Commanding Professional Staff overseeing that Bureau and by notifying WDU. Upon approval, the Commanding Officer or Commanding Professional Staff shall confirm the SME responsible for drafting and set the deadline for completion. Memorandum review should take no longer than thirty (30) business days.

The Bureau Commanding Officer or Commanding Professional Staff shall determine the review period that shall be no longer than five (5) years and will communicate this to the Written Directives Unit for tracking purposes. DPA shall be notified five (5) business days before any bureau order is published.

**B. Concurrence – Bureau Orders**

Upon submission by the SME and approval of the member-in-charge or professional staff, concurrence is initiated by WDU. Concurrence is limited to the Assistant Chief and Deputy Chief of the Bureau concerned. Once approved, the Deputy Chief shall sign off on the Bureau Order. WDU shall be responsible for publishing Bureau Orders on the department Intranet and make the notifications necessary for updating the Department's public website if appropriate.

The Deputy Chief of each Bureau shall ensure members of their Bureau comply with the provisions of all Bureau Orders. The Deputy Chief or their designee has audit responsibility to ensure compliance with Bureau Orders and to ensure members in their Bureau acknowledge the order via the Department's electronic policy distribution and tracking system.

**3.01.08**

**UNIT ORDERS**

Unit Orders contain directives issued by the leadership of the unit. Unit Orders are directives that apply to specific unit operations.

**A. Initiation and Amendment of Unit Orders**

Any member or professional staff in a particular unit may request the initiation of a Unit Order for their unit by submitting a memorandum through the chain of command to the unit's Commanding Officer, Officer-in-Charge, or member-in-Charge and by notifying WDU. The approving officer, member, or professional staff shall designate the SME responsible for drafting the Unit Order and shall set the deadline for completion. Memorandum review should take no longer than thirty (30) business days.

The Commanding Officer, Officer-in-Charge member-in-Charge or professional staff shall review annually to determine whether an update is necessary. WDU will provide an electronic alert to remind the Member or professional staff of the annual review. If an update is necessary, unit leadership will communicate this to the Written Directives Unit for tracking purposes. The Commanding Officer or member-in-Charge has audit responsibility to ensure compliance with Unit Orders. DPA shall be notified five (5) business days before any unit order is published.



**B. Concurrence – Unit Orders**

Upon submission by the SME and approval of the Commanding Officer, Officer-in-Charge, member-in-Charge or professional staff, concurrence is initiated by WDU. Concurrence is limited to the Assistant Chief and Deputy Chief of the unit affected. Once approved, the Commanding officer shall sign off on the Unit Order and WDU will publish on the department intranet.

Leadership of each unit shall ensure members within the unit comply with applicable Unit Orders and acknowledge receipt via the Department's electronic policy distribution and tracking system.

**3.01.09**

**DEPARTMENT FORMS**

Forms may be Department-wide or unit specific. Form usage may be directed or recommended via other written directives. WDU will coordinate translation of forms with the Department Language Liaison, per DGO 5.20. WDU will assign the required Department Form Number at the conclusion of concurrence.

**A. Initiation and Amendment of a Form**

Any member or professional staff may request the initiation, amendment, or deactivation of a Department Form by submitting a memorandum through the chain of command to the member's Assistant Chief and informing WDU.

Upon approval, the Assistant Chief shall designate the SME and request that WDU manage the form creation and update. The SME shall consider all federal, state, and local legislative updates and requirements and, at the direction of the Assistant Chief, may seek feedback from outside stakeholders.

**B. Concurrence - Forms**

Upon submission by the SME to WDU, concurrence is initiated by WDU. Concurrence may include concerned Assistant Chiefs, Deputy Chiefs, Commanders, City Attorney or at the direction of the Chief of Police, other stakeholders.

Forms will be issued with a corresponding DN to members explaining the purpose, need and where the Department Form can be found on the intranet and the public-facing website.

**3.01.10**

**MEMORANDA OF UNDERSTANDING (MOUs) AND OTHER AGENCY AGREEMENTS**

Memoranda of Understanding are formal agreements between two or more parties that outline the purpose of the agreement as well as the terms, details, and responsibilities of each party.

**A. Initiation of a Memorandum of Understanding or Other Agency Agreement**

While Department members or professional staff may recommend the establishment of an MOU through their chain of command, the Chief of Police alone retains the right to initiate a formal agreement on behalf of the Department with another city agency or external party.

**B. Concurrence - MOUs**

MOUs that have been finalized for signature by the Chief of Police shall be routed to the affected unit's Assistant Chief for review and concurrence. Once approved by the Assistant Chief, the MOU shall be submitted to the City Attorney for review and advice. The City Attorney will provide comments and edits to the affected Assistant Chief or Chief's designee for review. The MOU shall be submitted to the Chief of Police for final approval and signature.

An MOU which impacts a DGO or DN, or that is governed by a statute outlined in the City Charter, shall be submitted to the Police Commission for approval prior to the Chief's final execution of the agreement. Members of the Police Commission retain the ability to place these and other MOUs on their public agenda for discussion.

**3.01.11**

**MEET AND CONFER PROCESS**

All written materials, including but not limited to DGOs, DNs, Manuals, Bureau Orders that address matters that are within the Members' scope of representation must comply with the meet-and-confer process.

**3.01.12**

**DISCLOSURE**

Upon request, the Department shall provide the Police Commission, or any individual Commissioner, copies of the Department's written directives listed in this this order (DGO 3.01).

The Department shall promptly disclose copies of written directives requested by the DPA except where disclosure to the DPA is prohibited by law. (S.F. Charter Sec. 4.136(j) and S.F. Admin. Code Sec. 96.3.)

**3.01.13**

**ACCOUNTABILITY AND ACKNOWLEDGEMENT**

Absent a written extension request as described in 3.01.04.H, parties subjected to deadlines set forth in this DGO shall, upon the conclusion of any specified timeline included herein, inform the Police Commission President of the elapsed deadline. The Police Commission President may designate a Commissioner to oversee the DGO development timeline and arbitrate any disputes.

Members are expected to have a working knowledge of all directives as applicable through their respective assignment and comply with their provisions. All Department members shall acknowledge every Department General Order (DGO), Department Notice (DN), Department Manual (DM) and any other document that is entered into the Department's electronic sign-off system within (30) thirty days of issuance.

Bureau Commanding Officers are responsible for auditing compliance of their member sign-off of the policy documents.



**References**

DGO 2.01, General Rules of Conduct

DGO 5.20, Language Access Services for Limited English Proficient Persons

DGO 10.08, Use of Computers and Peripheral Equipment

Chief's Directive: Community Working Groups

SFPD Record Destruction Schedule